

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2024-105**

<b>POSITION TITLE:</b> Adult Day Program Team Lead-Cantonese and Mandarin Speaking	
<b>DEPARTMENT:</b> Independent Living	<b>STATUS:</b> Regular Full-time, CUPE 7797
<b># HRS / WEEK:</b> 35	<b>CONTRACT DATES:</b> N/A
<b>REPORT TO:</b> Senior Manager, Adult Day Programs	<b>HOURLY RATE:</b> \$30.94
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** Provide direction for all aspects of the daily operation of the Day Programs, including, but not limited to, the planning, implementation, monitoring and evaluation of activities, and the provision of personal care organizing meals, transportation, staff schedules, conducting home visits. This position reports to Senior Manager, ADP and is part of **CUPE Local 7797**. Schedule may include evenings and weekends.

### MAJOR DUTIES:

- Oversee the daily operation of the Day Program and participate in all aspects of programming and client care.
- Ensure that a safe environment is maintained, and monitor clients' safety and whereabouts. Be familiar with and adhere to emergency procedures, safety regulations, and report any hazardous or unusual conditions.
- Plan, implement, monitor and evaluate activities which are appropriate for the individual client.
- In conjunction with the Manager and other staff, develop goals, objectives and Implementation strategies for activities to assist each individual client.
- Participate in on-going client assessment in relation to the Program including observations of clients physical, psychological and/or social status and inform community workers and other relevant staff or changes in a client's condition
- Assist clients with activities of daily living including personal care as required.
- Transport and escort clients between home and the Adult Day Program site.
- Purchase equipment and supplies as authorized.
- Maintain daily staff attendance records and assist with staff and volunteer scheduling
- Conduct home visits and follow-up with appropriate community services, and/or other relevant staff. Maintain caregiver contact to provide support for clients and families.
- Assist in training and supervising volunteers and students, as required.
- Ensure that client documentation, records and files are maintained as required by TNG policies and procedures.
- Take courses in CPR and First Aid, WHMIS and Food Handling, as required by the Manager
- Maintain knowledge of community resources and keep up-to-date with advances in gerontology, the care of people with Alzheimer disease and related conditions, as well as relevant social, medical and legal issues, through courses, conferences, literature, and home study
- The ability to work in a structured environment and follow a pre-determined schedule.
- The ability to remain calm when dealing with clients' challenging behaviours and to respond quick and appropriately to a variety of emergency situations.
- Preparedness to experience occasional exposure to unsanitary conditions.
- The physical strength and ability to undertake frequent light to moderate lifting, occasional heavy lifting, and frequent walking, bending, stretching and pulling.
- Perform other duties, appropriate to the position, as required.

### REQUIREMENTS & QUALIFICATIONS:

- A post-secondary diploma or certificate from a recognized institution in Activation, Recreational Therapy, or relevant discipline
- Flexibility to travel between locations as needed
- Fluency in Cantonese and Mandarin is required
- Ownership of a vehicle is preferred
- A Valid Ontario Driver's License is considered an asset
- A basic knowledge of computer software, especially word processing, and familiarity with keeping information in a database manager

**To apply, submit your resume with "TNG2024-105" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement